

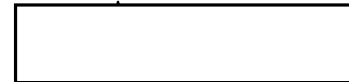
Filing Operating Procedures

DCI/IC-74/209
28 March 1974

MEMORANDUM FOR: Chief, Coordination Staff

SUBJECT: Material Prepared for DCI Briefing Book

Briefing Book material prepared for the DCI for his use after return from extended absence is to be forwarded in a form appropriate for inclusion in a three-ring binder. The material can be more easily handled by the Executive Secretary if it is not formally bound in any form at the ICS level.



Executive Officer, ICS

STAT

ADMINISTRATIVE-INTERNAL USE ONLY

But - File w/ Operating Instructions

19 March 1974

OPGRAM

Number 3

HIGHLIGHTS OF THE MONTHLY PERSONNEL
OFFICERS MEETING
6 March 1974

1. Mr. Janney chaired the meeting at which the following announcements were made:

a. Fitness Report rating officials should be reminded of their responsibility to evaluate supervisors on their Equal Employment Opportunity (EEO) performance. The Office of Inspector General will monitor Fitness Reports for EEO compliance. Mr. Janney mentioned that Mr. Colby gave strong endorsement to all phases of EEO in his 4 March 1974 remarks to Agency officers. [redacted]

[redacted] was revised to support EEO policy as follows:

"Rating Officials will evaluate supervisors annually on their performance in equal opportunity areas such as identification of personnel with potential for advancement, especially members of minority groups and women, maximum utilization of personnel, and participation in upward mobility programs."

b. A memorandum has been forwarded to all personnel in the MP Career Service which advises that the MP Career Service will not be able to meet 30 June 1974 ceiling objectives without some personnel reductions. Accordingly, employees are being offered the opportunity to retire under the discontinued service provisions of the Civil Service Retirement Act or the involuntary provisions of the CIA Retirement Act. This opportunity is available until 30 June 1974 and no commitment can be made regarding retirement after that time. However, the situation will be reviewed after 1 July 1974 to determine if an extension is justified. Interested careerists should contact [redacted] as soon as possible.

c. The Directors of all DDM&S offices were scheduled to meet with Mr. Brownman over the weekend of 9 - 10 March at [redacted]. Mr. Janney was asked to speak about the Annual Personnel Plan, the Personnel Development Plan and Letters of Instruction. In response to a question

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

posed later regarding the objective of the meeting, Mr. Janney replied that although there is no stated objective he was sure that the meetings would provide a good opportunity for an exchange of ideas and a development of approaches to Directorate problems.

STAT 2. Mr. Janney introduced [] who was invited to speak on the status of the Human Resources System. [] stated that OJCS has contracted for the first two major systems affecting personnel record keeping. The two areas are the Agency's staffing pattern and PERSIGN - the system concerned with personnel action processing. The target date for implementation of the initial phases is October - November 1974.

STAT [] explained that the "customers" or users should be aware of certain developments which will result from system implementation: (a) standard government codes will be adopted; (b) type of employee codes will be changed with ample leeway for sub-category coding; (c) the five digit organization codes will be altered to provide better identification of sub-elements within offices; (d) positions will be re-numbered to improve methods of tracing position history and to make office reorganizations easier to effect; (e) overseas location codes will be changed; (f) the form 261 will be revised and only those items which have changed will be listed vice the current system of printing all old and new position information; (g) the personnel action will be revised sometime early in FY 76.

In answer to a question regarding the possibility of making additions to proposed formats, [] said that this was highly unlikely in view of a current "program space" shortage and reminded all that the proposed system takes into consideration customer suggestions which were submitted in a survey conducted a few years ago.

STAT 3. The next speaker was [] who was asked to give a status report on the planning for the Personnel Conference to be held [] on the 23rd through 25th of April. [] mentioned that this was to be an "all employee" conference and in keeping with this theme a committee to plan the arrangements has been formed. The active committee members are:

STAT []
STAT [] Program Coordinator

Administrative Coordinator

The conference will commence with registration at 1600 hours on 23 April and conclude 25 April at about noon. Other aspects are not firm at present but the committee will be looking into busing arrangements for participants and invitations to guest speakers.

Management by Objectives, Equal Employment Opportunity and the Personnel Development Plan are three subjects which will be featured. A number of Agency officials are being considered as speakers. Additionally, there is the thought of engaging MBO experts from the private sector or another government Agency. Invitations to the DCI and DDM&S are other possibilities. [redacted] also announced his retirement and introduced [redacted] as his replacement.

4. The final guest speaker was [redacted] who talked about the Annual Personnel Plan (APP). [redacted] explained that the genesis of the APP was Mr. Colby's great interest in personnel management. The Office of Personnel has reviewed and consolidated all APP submissions and the package has been approved by the Management Committee.

[redacted] said that the DCI emphasized that the APP was not meant to be a statistical exercise but rather a projection of plans and a measurement of results of positive programs developed by Agency Offices.

[redacted] mentioned that Directorates had to do much in refining office submissions and that some arithmetic errors had been found. The forms for the next report will be distributed in May and will have a July deadline. A format change, comparing actual FY 1974 accomplishments with FY 1974 projections, is under consideration. This, of course, would be in addition to the FY 1975 projection.

STAT

[] said that better guidelines for preparation would be given this year.

STAT

There was mention of grade and position guidelines for PDP and an indication that officers at the GS-11 and GS-12 levels might be included in the PDP consideration. A question concerning the utilization of PDP on an inter-career service format was asked. [] said that this can be done and that a number of projected DDI vacancies would be filled by careerists crossing career service lines.

At the conclusion of the meeting a question was raised regarding Office of Personnel responsibility for monitoring APP and PDP. Mr. Janney answered that enforcement of objectives would be provided by the DCI because of his strong interest in these programs. However, Mr. Janney did emphasize the increasingly important role that the Office of Personnel is being asked to assume in the field of human resources management.

5. Other Items of Interest:

Recent MP Reassignments:

STAT

STAT

6. The new membership of the Office of Personnel Advisory Group (OPAG) took office on 31 January 1974. All members are sincerely interested in receiving the ideas and suggestions of MP Careerists. If you have an issue you wish to have reviewed please contact any OPAG member. The present members:

Name

Office

Extension

STAT

Chairman, Office of Personnel
Advisory Group

STAT

ADMINISTRATIVE-INTERNAL USE ONLY